SafeRoutes

Colorado Safe Routes to School

Application for Infrastructure (capital) Projects FY 2010

Bicycle/Pedestrian Program

DOT
DEPARTMENT OF TRANSPORTATION

Index

BACKGROUND AND ELIGIBILITY

Less than 40 years ago, walking and biking to school were commonplace – in 1969, roughly half of all 5 to 18 year olds either walked or biked to school. Times have changed, and today, nearly 90% of our youth are driven to school either by bus or individual car. This change in transportation mode has added to traffic congestion, a reduction in air quality and the deterioration of our children's health. As much as 27 percent of the country's morning traffic is made up of parents driving their children to school.

Safe Routes to School (SRTS) was established in 2005 to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Eligible applicants include any political subdivision of the state (school district, city, county, state entity, tribal entity). Nonprofits may also apply by partnering with a state subdivision. The state subdivision must agree to be the contracting authority.

This program is 100% federally funded, and managed through the Colorado Department of Transportation (CDOT). Grants are awarded through a statewide competitive process, and in proportion to the geographic distribution of the student population K-8 grades. 10-30% of the total Safe Routes to School funds are dedicated to non-infrastructure (education and encouragement) projects, with remaining funds going towards infrastructure (capital) projects and staffing a full-time Safe Routes Coordinator position at CDOT.

Research has shown the most successful way to increase bicycling and walking is through a comprehensive approach that includes the "5 E's" (Education, Encouragement, Enforcement, Engineering and Evaluation). Applicants requesting funding for infrastructure projects are also required to include an educational component in their project. This can be an existing program, an enhanced program or a new program that highlights the specific infrastructure. The educational component of an infrastructure project does not need to be a separate application.

Following are a few general examples of infrastructure projects. This is by no means a complete list, but we provide it as a way to stimulate your own ideas for a Safe Routes to School program. For definitions of these examples, see a list of resources in Addendum B of this application, or go to the CDOT Safe Routes web site at http://www.dot.state.co.us/bikeped/saferoutestoschool.htm for additional resource links.

Installing Bicycle Parking Facilities
Street Striping (bicycle lanes, crosswalks)
Developing Off-Street Bicycle & Pedestrian Facilities
Installing Signs
Facilities to Slow Traffic
Installing or Improving Sidewalks
Increasing Connections Between Locations

Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act.

Since the SRTS program is a federal aid program, all projects must be in compliance with the National Environmental Policy Act (NEPA). In many cases, a simple Categorical Exclusion may be filed. Categorical Exclusions are "a category of actions which do not individually or

cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". However, to ensure applicants have time to provide appropriate documentation if necessary, applicants may have up to 90 days following a grant award to submit documents (categorical exclusions) to CDOT. If the NEPA documents are not submitted with the original application or are not received by the 90-day deadline, the project will be cancelled. Addendum C provides a list of questions to help you determine if your project will require more than a Categorical Exclusion. It also contains the CDOT Categorical Exclusion Form 128. Please keep in mind this is only a partial tool and compliance is the responsibility of the applicant.

Applicants are also responsible for any and all local permitting relevant to their project. Applicants should work with their appropriate partners to determine necessary permits.

Applicants may apply for more than one project grant, but each project requires a completed and separate application (i.e. if an applicant wanted to develop a crosswalk at one school, and a sidewalk improvement at another school, the applicant would need to submit two separate applications). However, projects can have multiple scopes (i.e. there may be several improvements required around one school area. This would be considered one project with multiple scopes within it.) If you aren't sure what type of application to complete, contact CDOT Safe Routes Coordinator at 303-757-9088.

For the 2010 funding cycle, we estimate to have between $1.0 and $1.6 million to distribute for infrastructure projects statewide, and for staffing the SRTS Coordinator position. As always, applicants are encouraged to be as cost-effective as possible in order for us to stretch funds as far as possible. Minimum funding is set at $50,000 with maximum project funding set at $250,000. The Safe Routes to School Advisory committee reserves the right to limit the number of awards to any one grantee. Because funding is limited, the committee has the option to remove items that are not directly associated with this program.

If selected, applicants will be required to enter into a contract with CDOT. **This application will become part of your contract scope.** Grant payments will be made as reimbursements for project expenses after expenses have been incurred. Grant recipients may choose either a monthly invoice or quarterly invoice schedule.

Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects in this grant cycle must be completed no later than two years following the date of the signed contract.

Progress reports will be required at appropriate intervals of your project and **a final accomplishment report is due at the project's completion**. Dates of reports will be determined based on the timeline of your project. In addition, you **are required to collect and report information from a pre- and post-evaluation using the Safe Routes to School Student In-Class Tally and Parent Survey.**

Applications will not be considered and will be mailed back to the applicant if they do not meet the minimum or maximum funding amount, if they exceed 1 page narrative per section, or if they are received after the deadline. Furthermore, any documents received after the application is submitted will not be added to the application.

APPLICATION INSTRUCTIONS AND CHECKLIST

Your grant application will be reviewed by a volunteer advisory committee representing various entities including: bicyclists, pedestrians, parents, teachers, law enforcement, and rural and urban transportation planners. Your answers are very important in helping the committee select the best projects. Please be complete, but also concise. Limit your answers to no more than **one page narrative *per section*, 12-point font, single-spaced**.

Each section of the application is designed to help us learn as much about your project as possible. We want to learn about your current situation. What are the obstacles preventing your children from walking and/or bicycling to and from school? Who are your partners and what roles will they play in the project? How did you develop this collaboration? How quickly can you start your project? How will you track your progress and success? What is your project budget? The use of photographs and maps is encouraged to help describe your project.

Our goal is to select projects in the most effective way possible, while still providing enough time to thoroughly review each application. The review schedule is listed here to help assist you in your planning. **Please keep in mind that this is a guideline and may be subject to change.**

December 4, 2009	Applications due to CDOT office by 4:00 p.m.
December 7, 2009- December 18, 2009	SRTS Coordinator's application review and administration.
December 21, 2009	Applications distributed to Advisory Committee for review and scoring of projects.
Mid February 2010	Advisory Committee selects projects.
Mid March 2010	Project recommendation to Transportation Commission for approval
Early April 2010	Applicants notified.
Mid August 2010	Start Contracting Process with Respective CDOT Region. Contact Region for More Information.
November 1, 2010	Contract NEPA requirements completed.
July 31, 2012 (Est.)	Last date for project completion.

Application Checklist

- ☐ Application's cover page is a completed Contact Information Sheet
- ☐ Sections 1-6 answered in concise narrative, no more than 1 page narrative per section
- ☐ Answers are brief, but clear
- ☐ Lines are single-spaced and **12-point font size - Times New Roman or Arial Font**
- ☐ Responses are numbered according to the section and question numbers
- ☐ The Budget Worksheet is complete (may be hand written if legible)
- ☐ All appropriate documents are attached (i.e. maps, photographs, partnership roles, etc.)
- ☐ Proposals must be delivered by 4:00 pm December 4, 2009
- ☐ Return an original, ten photocopies and one CD (PDF copy) of application to

Lenore Bates, Safe Routes to School Coordinator
Colorado Department of Transportation, DTD
4201 East Arkansas Ave, Shumate Bldg
Denver, CO 80222

Questions? E-mail Lenore.bates@dot.state.co.us Phone: Lenore Bates, 303-757-9088

APPLICATION QUESTIONS

SECTION 1: Tell us about your project. How do you propose to help solve the problem you identify in Section 2? (Maximum 1 page.)

Describe the proposed project –

a) *What is the project?*

b) *Describe how your project will change the built environment.*

c) *How will it address the identified participation and safety problems in Section 2?*

d) *Who will maintain the facility? List the financial resources and document the commitment to continue maintenance.*

e) *Do you have Right of Way clearance for all property involved with your project?*

f) *For applicants within Metropolitan Planning Organizations (MPO), is the project within the Transportation Improvement Plan (TIP)? If requesting more than $100,000 in Safe Routes to School funding, the project is required to be placed in the TIP within MPO regions.*

g) *Please describe the required encouragement/educational component of your project. Maximum amount of Safe Routes to School educational expenses available under the infrastructure application is $3,500. (See budget example.)*

h) *How will you collaborate with the school to ensure parents will encourage the children to bicycle and/or walk?*

i) *Who will manage the project if different from the contact person? Please provide a signed statement from the project manager stating their role.*

SECTION 2: What is the Problem? Tell us the current condition for biking and walking in your school area. (Maximum 1 page narrative, plus attachments.)

Describe the problem in detail. If the question is not applicable to your particular situation, please indicate by stating "n/a".

a) *What are the current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s)?*

b) *Please provide other significant information such as crash data, speed limits, environmental factors, or other safety issues as appropriate.*

c) *Complete the following information for <u>each</u> school affected by the proposed program:*
- *School name*
- *Student population*
- *Grades of students at school*
- *Student demographics*
- *Estimated number of students who currently walk to school*
- *Estimated number of students who currently bike to school*
- *Percentage of students living within two miles of the school*
- *Distance eligibility for riding a bus (radius) in miles*
- *Number of children not eligible for busing*
- *Number of students expected to benefit from your program*
- *Percentage of students receiving free/reduced lunches*

d) *Describe any existing programs at the affected school(s) that educate or enhance walking or bicycling to school. This should be completed by the principal of the school and include information pertaining to any:*
- *Walking/biking/safety curriculum taught by the school and at what grade levels*
- *Frequency of and participation in Walk to School/Bike to School events*
- *Programs taught by those outside the school (police, fire, bicycle organizations, etc.)*
- *Crossing Guard programs*

e) *Provide a map indicating a 2-mile radius of the school and identify the existing and proposed changes. Please limit map sizes to no larger than 8.5" x 11".*

f) *Provide photos indicating existing conditions.*

SECTION 3: Please describe your timeline from project start to finish. (Maximum 1 page.)

Safe Routes to School is a federal aid program *and is therefore subject to all such regulations. Permits and clearances from various local, state and federal agencies may be required. Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes and time schedules that may affect their project.*

We've attached a resource page to help you consider some of the requirements (see Addendum B). It is only a guideline. Working with your community partners will help you identify specifics to your project.

a) *Based upon receiving written "authorization to proceed" from Colorado DOT on August 1, 2010, how quickly can you begin your project? Please indicate milestone dates from which progress can be indicated. Note that the dates indicated will become part of the Project Agreement if this project is funded and failure to make substantial progress of*

the milestone by the date indicated could result in termination of the project funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects in this funding cycle must be completed no later than July 31, 2012. Furthermore, local agency allocates adequate time to allow engineering staff to develop project design and construction.

DATE	***MILESTONE***
August 1, 2010	*Authorization to Proceed - Estimate Only*
September 1, 2010	*Pre- Parent Survey and Student Tally*
October 1, 2010	*Education kickoff*
November 1, 2010	*All NEPA requirements completed*
December 2010 - August 31, 2011	*Advertise…Construction*
September 1, 2011	*Post- Parent Survey and Student Tally*
October 1, 2011	*Ribbon Cutting & International Walk to School Month*
July 31, 2012	Last date for project completion and final report to CDOT

SECTION 4: Who are your partners – what collaborations have you created to ensure the success of your project? (Maximum 1 page.)

Provide information on the consultation and support for the project.

a) *Participating Organizations. List the participants and the roles they will play in the development of your project. Be specific.* ***Generic letters of support or form letters are not acceptable.*** *You must provide proof that your partners are in agreement with the project and will play a specific role in the project. Partners could include but not be limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, local businesses, etc.)*

SECTION 5: Progress reports will be required at appropriate intervals of your project. Dates of reports will be determined based on the timeline of your project. Pre- and Post-Safe Routes to School Evaluations are required. A final accomplishment report is due when the project is complete. (Maximum 1 page narrative, plus attachments.)

a) *What are your project outcomes?*

b) *How will you conduct pre- and post-project surveys to indicate your outcomes? At a minimum, a pre- and post-evaluation of the Safe Routes to School student in-class travel tally and parent survey are required, including the collection and reporting.*

c) *How are you going to work with your data after the project is built?*

d) *What type of information-sharing will you do as a follow-up to your project?*

e) *Extra credit: Collect AND report the National Safe Routes to School Pre-Evaluation Parent Survey and Student Tally to the National SRTS Center and provide official documentation in the appendix.*

Your measurements should minimally include before and after data of the following:

- *Total number of students reached*
- *Number of students biking.*
- *Number of students walking.*
- *Number of students busing.*
- *Number of students driven.*

SECTION 6: COST ESTIMATE FOR INFRASTRUCTURE (Capital) PROJECTS (include any anticipated costs for educational component as well)

See Addendum A for an example of a completed budget.

Item	Quantity	Unit	Unit Price	Requested SR2S Funds
Design				
Construction Engineering Items				

Education Required Component ($3500 limit)				
Promotion/Press Release/Ribbon Cutting				
Bike/Pedestrian Safety Education				
Materials/Supplies				
Data Reporting				
Flyers - Printing				
School Travel Map				
Other				
CDOT Oversight (Approx 5% of total)				
Totals				

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc. If this project is contingent upon other funding, please attach a separate budget.

Contingencies are not allowed within this program. Any overruns would be the responsibility of the grantee. Local agency's engineering staff that will be responsible for project work must approve infrastructure estimate submittal. Local agency recognizes it must provide engineering staff or consultant that is familiar with federal aid type projects (i.e. Davis Bacon, water quality regulations, DBE) and State contracting requirements (i.e. intergovernmental agreements). Local agency will fulfill proposed design requirements. Local agency will allocate adequate time to allow engineering staff to develop project design and construction.

Signature of Local Agency Engineer: _____ Date: _____Phone#: _____

Colorado Safe Routes to School
Infrastructure (Capital) Grant Application FY 2010
Contact Information Sheet

Please complete the information below and **include this page as the cover page of your proposal.** The person identified as the Contact will be the main point of contact for CDOT staff.

Organization (check one) School District ☐ City ☐ County ☐ State ☐ Other ☐

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of Funding Requested: _____

School District(s) _____

_____

School Name(s) & Address(es) _____

_____

CDOT Region (See Addendum D) R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 ☐ R6 ☐

Congressional District: D1 ☐ D2 ☐ D3 ☐ D4 ☐ D5 ☐ D6 ☐ D7 ☐

_____

Signature and Title of Person Submitting the Proposal* Date

*By signing, applicant admits to being authorized to sign for _____ (name of organization) and that all the information contained herein is true and correct to the best of his/her knowledge.

Addendum A

SAMPLE COMPLETED BUDGET FOR INFRASTRUCTURE PROJECT

Item 200' SIDEWALK PROJECT (6' and 2' pattern concrete buffer)	Quantity	Unit	Unit Price	Requested SRTS Funds
Design	1	LS	$10,000	$10,000
Construction Engineering Items				
Clear and Grub	1	LS	300	300
Tree Removal	1	Each	500	500
Concrete/Pavement Removal	25	SY	20	500
Removal of Asphalt Mat	160	SY	7	1120
Unclassified Excavation	10	CY	30	300
Tree (Deciduous 5")	1	Each	50	50
Relocated Water Meter	1	LS	2,000	2,000
Inlet Protection	3	Each	300	900
Concrete Washout Structure	1	Each	1,000	1,000
Erosion Control Supervisor	40	Hours	55	2,200
Concrete Sidewalk (6" thick)	134	SY	40	5,360
Pattern Concrete (4" thick)	400	SF	10	4,000
Handicap Ramp Type 3A (2 Ea)	20	SY	75	1,500
Curb and Gutter Type 2 (Section II-B)	200	LF	20	4,000
Sign Panel (Class II) (4 Ea)	64	SF	20	1,280
Steel Sign Post (1.75x1.75" Tubing)	56	LF	17	952
Pedestrian Flashing Sign	2	Each	6,000	12,000
Speed Board Sign	2	Each	6,000	12,000
Performed Plastic Pavement Marking (Xwalk-Stop Line)	320	SF	15	4,800
Materials Testing	1	LS	5,000	5,000

Mobilization	1	LS	1,000	1,000
Traffic Control	1	LS	5,000	5,000
Required Education Component				
($3,500 Limit)				
Program Planning/Implementing	5	Hours	50	250
Crossing Guard Materials	2	Each	125	250
Bike/Pedestrian Safety Education	40	Hours	50	2,000
Materials/Supplies	1	LS	600	600
Data Reporting	6	Hours	50	300
Printing Flyers	1,000	Each	.10	100
School Travel Map (By City/Town)				0
Press Release/Ribbon Cutting				0
CDOT Oversight (Approx 5% of total)				4,000
Totals				**$83,262**

Indirect costs will NOT be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc. If this project is contingent upon other funding, please attach a separate budget.

NOTE: Contingencies are not allowed within this program. Any overruns would be the responsibility of the grantee. Local agency's engineering staff that will be responsible for project work must approve infrastructure estimate submittal. Local agency recognizes it must provide engineering staff or consultant that is familiar with federal aid type projects (i.e. Davis Bacon, water quality regulations, DBE) and State contracting requirements (i.e. intergovernmental agreements). Local agency will fulfill proposed design requirements. Local agency will allocate adequate time to allow engineering staff to develop project design and construction.

Signature of Local Agency Engineer: *Jane Doe*_____ Date: _____*11/15/09*_____Phone *#: 303-480-6705*_____

Addendum B

Safe Routes to School Infrastructure Project Resources

Remember, the most successful way to increase bicycling and walking is through a comprehensive approach that includes the "5 E's" (Education, Encouragement, Enforcement, Engineering, and Evaluation).

The following websites are resources we encourage you to review in developing an exciting and effective program in your school area. You can access them individually, or find them all at the CDOT Safe Routes web site (listed below).

Safe Routes to School Clearinghouse
http://www.saferoutesinfo.org/

American Association of State Highway and Traffic Officials (AASHTO), Guidelines for Bike and Pedestrian Facilities (publication)
https://bookstore.transportation.org/category_item.aspx?id=DS

Access Board
http://www.access-board.gov

America Bikes
http://www.americabikes.org

Association of Pedestrian and Bicycle Professionals (APBP)
http://www.bicyclinginfo.org

Bicycle Colorado
http://bicyclecolo.org

Bikes Belong Coalition
http://bikesbelong.org

Centers for Disease Control and Prevention (CDC)
http://www.cdc.gov/nccdphp/dnpa/kidswalk/

Colorado Dept. of Transportation Bicycle and Pedestrian Program
http://www.dot.state.co.us/bikeped/

Colorado Walks
http://www.coloradowalks.org

Federal Highway Administration Bicycle & Pedestrian Program
http://www.fhwa.dot.gov/environment/bikeped/index.htm

Federal Highway Administration Safe Routes to School
http://safety.fhwa.dot.gov/saferoutes/

Institute of Transportation Engineers – Traffic Calming
http://www.ite.org/traffic/

League of American Bicyclists
http://www.bikeleague.org/programs/saferoutes/

National Center for Biking and Walking
http://www.bikewalk.org/safe_routes_to_school/SR2S_introduction.htm

National Highway Traffic Safety Administration (NHTSA)
http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-2004/index.html

Pedestrian and Bicycle Facilities in California – A Technical Reference & Technology Transfer Synthesis for Caltran Planners and Engineer, July 2005
http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR_MAY0405.pdf

Pedestrian and Bicycle Information Center
http://www.pedbikeinfo.org/

Addendum C

Definitions of Sample Infrastructure Projects

This is not a comprehensive list, but just a few of the ideas presented as infrastructure projects.

Bicycle Parking Facilities: Items such as bicycle racks, lockers, designated areas with safety lighting and covers such as a bike shelter, etc.

Installing Signs: Placement of signs to slow traffic and provide awareness for bicyclists and pedestrians. May also include directional signage.

On-Street Bicycle Facilities: Aspects of the roadway defined specifically for bicycle use such as a bike lane.

Off-Street Bicycle/Pedestrian Facilities: Trails and pathways that can be used by pedestrians and bicyclists that are separated from the main roadway.

Pedestrian/Bicycle Crossing Improvements: Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, etc.

Street Striping: Marking roadways to provide for bike lanes, widened outside lanes, crosswalks, etc.

Sidewalk Improvements: Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs.

Traffic Calming Devices: Systems and techniques that slow traffic such as speed humps or tables, reducing curb-to-curb lane widths, curb extensions, center islands, etc.

Addendum D

Permitting and Environmental Assessments

According to the National Environmental Policy Act (NEPA) Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". Below are examples of typical projects (not specific to Safe Routes to School) that qualify for a Categorical Exclusion.

1. Traffic signal modifications
2. Pavement markings not affecting the number of through traffic lanes
3. Anti-skid treatments
4. Curb and/or gutter repairs and construction of curb ramps for the handicapped
5. Bridge rehabilitation activities including:
    - Bridge rail replacement and upgrading
    - Bridge deck overlay and waterproofing
    - Expansion joint replacement and upgrading
    - Bearing replacement and upgrading
    - Substantial repairs to deck including partial or full-depth patches
    - Painting of all structural steel for a particular bridge
    - Stringer replacement for a portion of the superstructure
    - Repairs to damaged rails, corroded or damaged structural steel members, deteriorated areas of concrete elements including sidewalks, curbs, water tables, girders, and portions of the substructure above ground or water
6. Lighting and electrical work including:
    - Continuous and tower lighting
    - Tunnel lighting
    - Temporary lighting
    - Bridge lighting
    - Pedestrian lighting
    - Pumping station
    - Highway advisory radio
    - Control systems for changeable lanes
    - Traffic monitoring systems
    - Changeable message signing
7. Erosion control work which may also include slope repair and reconstruction
8. Storm sewer installations to eliminate open ditches runoff storage/retention
9. Impact attenuator and glare screen installations
10. Highway/railroad grade crossing improvements
    - Repair/rehabilitation of crossing proper
    - Rehabilitation of immediate roadway approaches
    - Upgrading of crossing protection
11. The following restoration-type projects
    - Retaining wall restoration
    - Fencing
    - Guardrail replacement and upgrading

- Substantial pavement and shoulder patching
- Resurfacing
- Restoration of drainage structures

12. Installation of turning lanes
13. Junkyard screening
14. Upgrading safety features
15. Approval of utility installations along or across a transportation facility, excluding longitudinal installations within the access control lines of Interstate and freeway rights-of-way
16. Alterations to existing buildings to provide for noise reduction
17. Emergency repairs under 23 USC 125 which do not substantially change the design of the facility and which are initiated during or immediately after the occurrence of a declared national disaster

The above list is only a partial tool to help in your assessment. As an applicant, it is your responsibility to identify and provide all necessary local permits and NEPA materials that may be required of your project.

CDOT Categorical Exclusion form

The CDOT Categorical Exclusion form can be found at http://www.dot.state.co.us/FormsMgmt/

Scroll down the page to Form No. 128. You can download the form either as a Word document or as an Acrobat PDF document.

Addendum E

CDOT Engineering Regions

CDOT has six geographic engineering regions. Your project will be located within one of those regions. To find the appropriate region, go to: http://www.dot.state.co.us/TopContent/6regions.htm

Addendum F

Scoring Criteria

Each section of the application has a determined number of total points available. The following describes how those points may be attained. All scoring is final as determined by the Safe Routes to School Advisory Committee.

SECTION 1: Tell us about your project. How do you propose to help solve the problem you identified in Section 2? Total of 25 points available.

____ Activity is described clearly and in sufficient detail to provide an understanding of the program; Response indicates clearly that it will address the problems in Section 2 and enable more children to bicycle and walk safely to school; Documentation clearly identifies who is responsible for, and committed to, continued maintenance; Educational component is considerable and complements the infrastructure project; Project manager is clearly identified; Project audience is clearly identified; Project incorporates both bicyclists and pedestrians.

SECTION 2: What is the Problem? Tell us the current condition for biking and walking in your school area. Total of 25 points available.

____ Problem is clearly described in sufficient detail to provide an understanding. It includes physical and perceived obstacles and risks to children; Background information supports the problem with accident data, traffic counts, community and school surveys or audits, etc.; Student population and demographics are clearly defined; Specific information for each school is complete; There are existing programs or activities that support biking and walking to school; Includes project maps and photos that clearly identify school location and problem area.

SECTION 3: Please describe your timeline from project start to finish. Total of 5 points available.

____ Timetable is complete and reasonable for planned activities and includes timetable for education component.

SECTION 4: Who are your partners – what collaborations have you created to ensure the success of your project? Total of 10 points available.

____ Applicant has developed partnerships or collaborations with organizations important to the success of this project, and has clearly identified descriptions and roles of each; Partners have proven their understanding and roles in the project (partners do not simply "support" project, but are responsible for some aspect of the project).

SECTION 5: The program goal is to enable and encourage more children to bike and walk to school. How will you measure your success – what method will you use to determine whether more children are biking or walking to school? Total of 5 points available.

____ The response describes an accurate method for measuring or determining the success of the program – measures what it is designed to measure. At a minimum, a pre-and post-evaluation of the Safe Routes to School student in-class travel tally and parent survey are required, including the collection and reporting. Extra credit: If the NCSRTS pre-evaluation, including both the parent survey and student tally are attached to the application AND include documentation of submission to the National Center (total of 6 points available.)

SECTION 6: Project cost estimate for infrastructure project. Total of 10 points available.

____ All expenses are reasonable and related to program activities; Applicant owns or has easement for ROW; Costs include all aspects of Federal Aid funding; Costs include 5% CDOT Oversight. Project is located in under-served area. Local agency engineer has signed budget.